

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

January 31, 2007

5 Page Document

TITLE:	Administrative Support
POSITION NO:	10252
LOCATION:	Disability Services Division, Bozeman
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	9
STARTING SALARY:	\$19,720 annually is entry-level salary
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, February 14, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A typing test of at least 50 (net) wpm (.2 is subtracted from the typing score for each error to obtain net score). Must contact Job Service to make arrangements to take the test.

TYPICAL DUTIES: The Montana Vocational Rehabilitation Program (MVR) offers an array of services to individuals with disabilities. The Administrative Support position is part of the MVR team providing service to customers. The incumbent in this position performs clerical, administrative and paraprofessional work as part of an overall frontline service team. In addition to the other duties previously mentioned, the individual in this position will be the receptionist for the Bozeman Vocational Rehabilitation office to include dissemination of program information, scheduling appointments, answering telephones and greeting clients and the general public.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of general office principles and procedures of office management and administration; medical terminology, spelling, composition and grammar; basic information organization and filing systems; telephone

etiquette; and computer fundamentals including Microsoft Word, Outlook, Excel and basic Internet navigation.

Skills: Skill in the operation of computer equipment and software (demonstrated typing skill/ability of 50 wpm is required), calculators, photocopier and fax machines, TTY, postage machine, multi-line telephones and other office equipment; transcription; personal communications, diplomacy and teamwork; developing and maintaining electronic financial spreadsheets; and in establishing and maintaining routine working relationships with the public, co-workers, vendors and customers.

Abilities: The ability to organize and prioritize work and complete tasks in a timely manner; communicate in writing and orally and adapt message to a wide variety of disability-based impediments and socio-economic groups of people; maintain effective working relationship with public, co-workers and other agencies; handle confidential/sensitive information; and display initiative and flexibility in performing a wide variety of tasks.

EDUCATION/EXPERIENCE REQUIRED: High school diploma or GED is required **AND** one to two years general office or clerical experience. Other equivalent combinations of education and experience will be evaluated on an individual basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. A typing test of at least 50 (net) wpm (.2 is subtracted from the typing score for each error to obtain net score). Must contact Job Service to make arrangements to take the test; and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits

including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Administrative Support
Position: 10252
Location: Disability Services Division, Bozeman

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your experience in working with people with disabilities.
2. Describe your varied clerical experience in an office environment.